I. PROGRAM INFORMATION

Hawaiian Manuscripts and Archives are components of the Hawaiian Collection of the University of Hawai‘i at Mānoa Library. They include manuscripts and personal papers of individuals and archives of agencies and organizations of significance to Hawai‘i. Formats include documents, manuscripts, letters, minutes, correspondence, articles, books, ephemera, memorabilia, and photographs. As of 2008, 51 Hawaiian manuscript and archives collections are cataloged at the collection level in the Library’s catalog. Some of the larger and heavily used collections include the Plantation Archives of the Hawai‘i Sugar Planters Association and the Dole Corporation Archives.

Hawaiian Manuscripts and Archives within the Hawaiian Collection reflect the focus of the Hawaiian Collection. Emphasis is placed on acquiring materials supporting Hawaiian studies (i.e. pertaining to Native Hawaiians). In addition, acquisition of archives and manuscript materials relating to ethnic studies of the peoples of Hawai‘i is stressed. Other areas of focus within manuscripts and archives which lend themselves to these priorities include Hawaiian music, arts and corporate records relevant to the areas noted above.

Recognizing the limited resources available, the Hawaiian Collection does not attempt to collect comprehensively. Materials on other areas of study associated with Hawai‘i are considered for acquisition, but are accepted or purchased very selectively. The two main factors that influence these decisions are: the Library’s ability to house, process and service the collections, and the specialized interests of other archives of Hawai‘i.

The Hawaiian Manuscripts and Archives collections of the Hawaiian Collection serve the students and faculty of the University of Hawai‘i and a local and international community
of researchers. The collections do not circulate but are available to the general public for use in the Library’s Special Collections reading room.

II. COORDINATION OF COLLECTION RESPONSIBILITIES

The collection is dependent on gift donations. Collections offered to the Hawaiian Collection are reviewed by the curator and librarian(s) for appropriateness before acceptance. Curators and specialists in the Pacific Collection, University of Hawai‘i Archives, Congressional Archives and other units in the Library are consulted to determine suitable locations for materials. Upon request, the Library’s Preservation Officer evaluates potential collections and advises on conservation and preservation issues.

Hawaiian Collection

Hawaiian manuscripts and archives collections are part of the Library's Hawaiian Collection, and are under the direction of its curator. The Hawaiian Collection is part of the Special Collections Department of the Library.

University of Hawai‘i Archives

The University of Hawai‘i Archives, part of the Archives and Manuscripts Department of the Library, is responsible for collecting, preserving and making available for research the historical and legal records of the University of Hawai‘i. Faculty works created as integral parts of the faculty member's official duties become part of the University Archives.

Congressional Archives

Congressional papers of former Hawai‘i members of Congress and the adjunct collection of the Democratic Party of Hawai‘i are the responsibility of the Library’s Congressional Archivist, who is a member of the Archives and Manuscripts Department.

Pacific Collection

The Pacific Collection collects and maintains its own archival and manuscript collections. Distinctions between the Hawaiian and Pacific archival and manuscript collections
parallel those between the general Hawaiian and Pacific Collections. The Pacific Collection is part of the Special Collections Department.

**Jean Charlot Collection**

The collection of documents and art works relating to Jean Charlot reflects the artist/writer's interest in Hawaiian culture and his work done while living in Hawai‘i. The Charlot Collection is part of the Special Collections Department.

**Wong Audiovisual Center**

Audiovisual materials of the general Hawaiian Collection are kept at the Wong Audiovisual Center at Sinclair Library. Duplicate "preservation" copies of these materials are kept at Special Collections in Hamilton Library. These "preservation" copies are not considered to be part of the Hawaiian manuscript and archives collections.

Audiovisual components of Hawaiian Manuscripts and Archives are kept with the collections. Upon request, use copies of audiovisual materials are dubbed and made available for use. Hawaiian Manuscripts and Archives include sound collections, most notably the Hawai‘i Music Archive. The collection generally excludes film and video collections comprised of unedited footage.

**Off-Campus Collections**

The Hawaiian Mission Children's Society Library specializes in 19th-century documents and photographs of the Congregational missionaries to Hawai‘i, including church records.

The Hawaiian Historical Society maintains a collection of 19th-century materials on Hawai‘i, including manuscripts, photographs, books, maps, newspapers, microforms; and records of the Society.

The Hawai‘i State Archives is the official depository for records of all of the governments of Hawai‘i, and also includes private papers of Hawaiian royalty and government officials. The UHM Library's Hawaiian Manuscripts and Archives section of the Hawaiian Collection may duplicate some of the documents.
The Bishop Museum Archives is a major collection of primary source materials on Hawaiian cultural and natural history. It includes materials from Hawaiian royal family collections; records of the Bishop Museum; plantation and corporate records of sugar companies; genealogies; Hawaiian language materials; maps; photographs; moving images; and art.

Collections of other archives in the State, such as historical societies on Kaua‘i and Maui, the Kamehameha Schools Bishop Estate Archives, the Hawai‘i Plantation Village, the Lyman House Museum, and others as described in *Directory of Historical Records Repositories in Hawaii* (Hawaiian Historical Society, 1999) complement and supplement Hawaiian Manuscripts and Archives at the University of Hawai‘i at Mānoa.

**III. GUIDELINES TO MATERIALS COLLECTED OR EXCLUDED**

**Language:**
No limitations.

**Chronological:**
No limitations.

**Geographical:**
Emphasis is on Hawaiʻi, including Native Hawaiians located anywhere in the world.

**Date of Publication:**
No limitations, although emphasis is placed on unpublished material.

**Types/Formats:**
No limitations.

**Treatment:**
No limitations.

**IV. SPECIAL CONSIDERATIONS**

Processing, inventorying, and storage considerations unique to archival and manuscript materials must be balanced against the needs of the traditional library collection of books and serials. Numerous uncataloged collections await processing and cataloging. Special requirements of older materials include conservation and preservation. Audiovisual and electronic formats require consideration of appropriate equipment to use or convert these for future use. Most gift archival collections require rehousing in acid-free containers.
and the creation of inventory lists and finding aids before they can be made available for public use. Additional permanent staffing is required to process the collections and provide public service in accessing the materials.

revised by Joan Hori and Dore Minatodani
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